



# Leo Carrillo Ranch



## The Carlsbad Recreation Department currently has an opening for a **SENIOR RECREATION LEADER** **Leo Carrillo Ranch**

**Starting at \$12.00 per hour**

### **Definition:**

Under general supervision, participates in planning, coordinating, implementing, promoting, and supervising assigned historical, recreational and special event programming at Leo Carrillo Ranch Historic Park

### **Our Mission:**

Is to provide top quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work and play in Carlsbad

### **Examples of Duties:**

Provide guided walking tours of the Ranch intended for a diverse audience of both adults and children. Coordinate and supervise volunteers; staff museum and visitor center, coordinate facility schedule for rentals, implement special event set-up, facility closing duties, and assist with overall site operations daily as needed.

### **Qualifications:**

Applicants should possess excellent verbal and written communication skills, as well as the ability to work well with the public and volunteers; Modern office procedures, methods, and equipment, including computers; Principles of basic report preparation (Incident/First Aid); Basic supervisory practices.

### **Ability to:**

Establish and maintain cooperative working relationships with those contacted in the course of work. Maintain records and prepare oral and written reports as needed. Work independently with minimal supervision. Understand and carry out oral and written instructions.

### **Experience/Education:**

One year experience and/or training performing duties comparable to Recreation Leader, preferably supplemented by college level courses in recreation, education, history, anthropology, or other related field.

### **Special Conditions:**

Senior Recreation Leader must be available to work Saturday from 8:30 a.m. to 5:30 p.m., Sunday from 10:30 a.m. to 5:30 p.m., and/or weekend afternoons/evenings for special events as needed; must provide own transportation; must meet State of California Tuberculosis test requirements; must have valid California State Drivers License.

**\*Part-time employee cannot exceed 1,000 total hours worked in one fiscal year.**

**APPLICATION PROCEDURE – APPLY AT LEO CARRILLO RANCH HISTORIC PARK, 6200 FLYING LC LANE, CARLSBAD, OR SEND AN EMAIL TO: [cbalt@ci.carlsbad.ca.us](mailto:cbalt@ci.carlsbad.ca.us), TO REQUEST AN APPLICATION. VISIT THE CITY'S HUMAN RESOURCES DEPARTMENT ON THE WEB AT: <http://www.carlsbadca.gov/hr/jobs2.html>**

**DEADLINE: OPEN UNTIL FILLED.** APPLICANTS WILL BE NOTIFIED ONLY IF SELECTED FOR AN INTERVIEW. FOR MORE INFORMATION PLEASE CONTACT MICK CALARCO AT: (760) 476-1042.

EQUAL OPPORTUNITY EMPLOYER

**WE CREATE COMMUNITY THROUGH PEOPLE,  
PARKS, AND PROGRAMS**

